

# GUIDELINES FOR WRITING STATEMENTS OF RESULTS AND FINDINGS

---

## **Each statement should...**

- communicate a single idea about student achievement.
- present the facts objectively rather than state evaluative or explanatory comments.
- be short, clear sentences or phrases in everyday language that is easy to understand.
- be an independent statement — that is, its meaning should not be dependent on other statements.
- represent the data accurately by including relevant numerical data when needed for evidence.

## **The statements as a group should...**

- include both positive and negative results.
- present results of the broad overall results or main ideas first, then specific patterns and trends.
- present important findings toward the beginning of the list and less important ideas at the end of the list.